

# Office 2003 new features

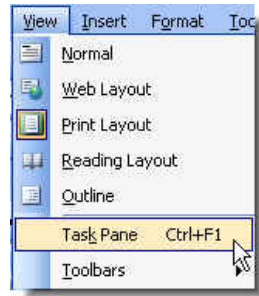
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# TASK PANE

The task pane is a section of your window usually located to the right that has different functions available.

The task pane is not a new item but there are some improvements.

## Hide and view the task pane



## Choose different task panes to view.

To view the other task panes click on the title of the visible task pane and choose from the drop down list



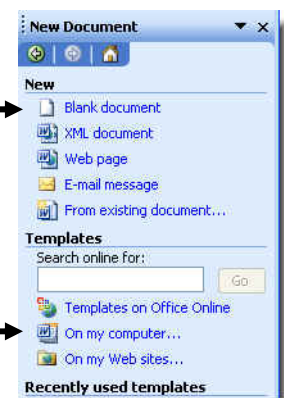
## Creating a new File:

To create a new file task pane click on the visible task pane title. Choose New Document from the drop down list.

Blank document



Regular Templates located on your computer.



## Research pane

### Use the research pane.

To quickly look up a definition of a word or phrase.

1. Select the word or phrase.
2. Put cursor over selection and Right click
3. From the menu choose Look Up
4. The Research task pane will appear (usually to the right)
5. The selection will be in the Search for: field and any suggestions will be listed below.



### Research Options

By default Office 2003 will search all reference types. You can limit the search items if you wish.

1. At the bottom of the Research task pane, click **Research options**.
2. Check or uncheck the different sources.
3. Click **OK** when finished.

# Clipboard

The regular clipboard only holds one item at a time as each copy replaces the one prior. A clipboard task pane that holds up to 24 items. This is useful if:

- you are gathering information that is scattered throughout many files.
- Taking a collection of comments from different emails and compiling them into a single report.
- Collecting a list of names or figures you expect to use often in a document.

## Activate the clipboard task pane.

There are many ways to activate the clipboard.

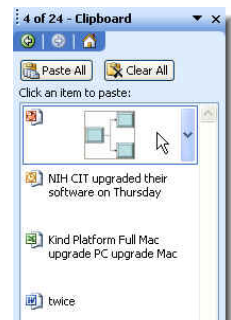
- Dropdown task pane menu
- Copy two pieces of data without pasting
- Hit Ctrl + C twice
- From Edit, Office clipboard
- Double click on system tray icon in lower right of screen



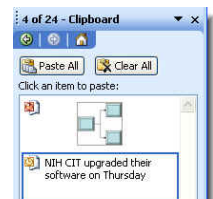
It can save items from all office programs and can be pasted into all office programs.

## To paste

1. Put cursor where you want the pasted item to appear
2. Click once on the item



Once a clipboard item is selected, indicated by the blue border, any of the usual methods of pasting will result in the selected item being pasted.



## Delete an item from the clipboard.

1. Click the arrow located to the right of the item.
2. From the drop down menu choose Delete

# OPEN AND SAVEAS WINDOW.

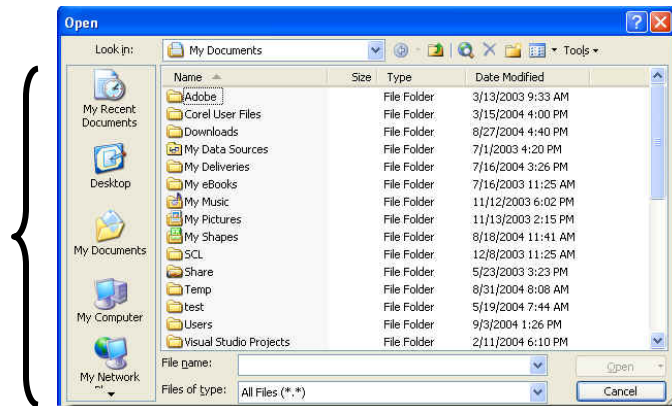
There are a few actions that are different with the new windows.

When in Office 2003 and you give an Open or SaveAs command a dialog window opens.

## Where is the “My Places” bar?

There is a shortcut bar to the left that is called “My Places”. One click on any icon opens that folder in the viewing section.

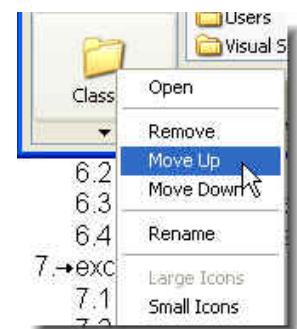
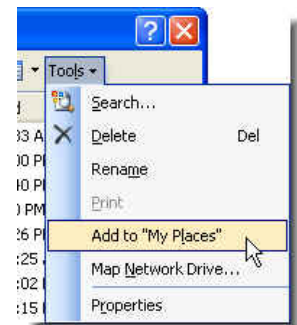
Shortcut icons on the “My Places” bar.



## Add a folder to “My Places”

If you have a folder you access often you may add it to the shortcut bar to the left of the open and SaveAs windows.

1. With the **Open** or **SaveAs** window open locate the folder and click once to **select**.
2. From the **Tools** menu choose **Add to “My Places”**.
3. The shortcut appears in the “My Places” bar to the left
4. If necessary, Click the **small black arrow** at the bottom of the “My Places” bar to view more icons
5. Change the order of the icons by **Right clicking** on the icon and choosing to **Move Up** or **Move Down**.

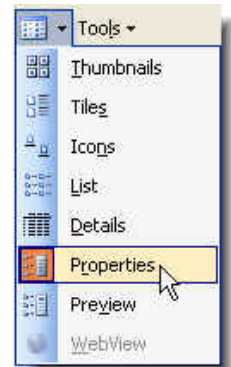


## Properties view

The properties view in the Open and SaveAs dialog window.

Along with the many other views available for files is the Properties view.

1. From the View icon on the toolbar choose **Properties**.
2. A view pane will open on the right displaying information on the selected file



## AutoComplete function in the Open and SaveAs dialog window.

You don't have to scroll. Sometimes it is more convenient to locate a file or folder by typing the first few letters of its name. Especially in folders containing many files, it can save time.

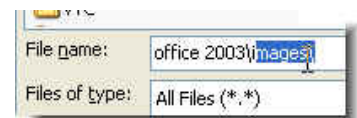
1. Begin by typing the first letter of the folder or file name.
2. As soon as it recognizes the name it will make a suggestion. The suggestion is in alphabetic order so if the item you want is farther down the list then type another letter. Continue typing letters until it reaches the folder or file name you desire.

In the example to the right when I typed an "o" the suggestion was a folder called "office 2003".



3. If the suggestion is correct press the **Enter** key to open a folder or file
4. If you located a folder and want to search farther into that folder press the **TAB** key. The cursor will move to the end of the suggested name
5. Type the first letter of the next folder or file and it will make a suggestion. The suggestion is in alphabetic order so if it is the wrong item then type another letter. Continue typing letters until it reaches the folder or file name you desire.

Here in the example, typing the letter "i" results in another folder named "images" that is located inside the "office 2003" folder.



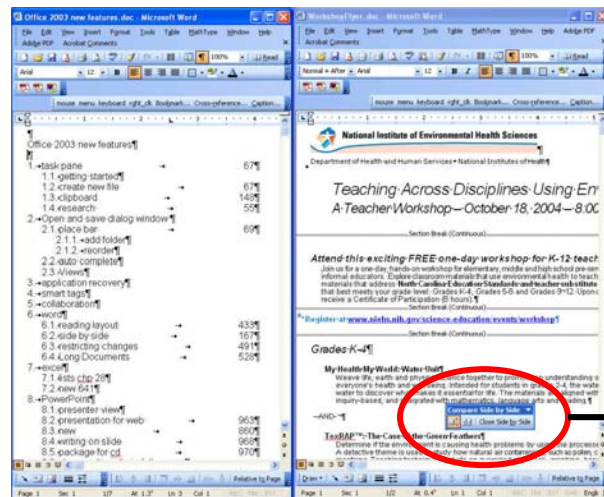
6. If the suggestion is correct press the **Enter** key to open a folder or file

# SIDE BY SIDE OPTION

This new option is for when you need to place two documents next to each other to compare content or move and copy data from one to another.

## Activate side by side option.

1. You must have at least two files open.
2. From the Window menu choose compare side by side
3. If you only have two files open the name of the other file will be mentioned on the Window menu.
4. If there are more than two files open a dialog window will ask you to select the file.



5. Use the Compare toolbar to set the window's behavior or stop comparing
6. Click the lock scrolling button on the Compare toolbar if needed.



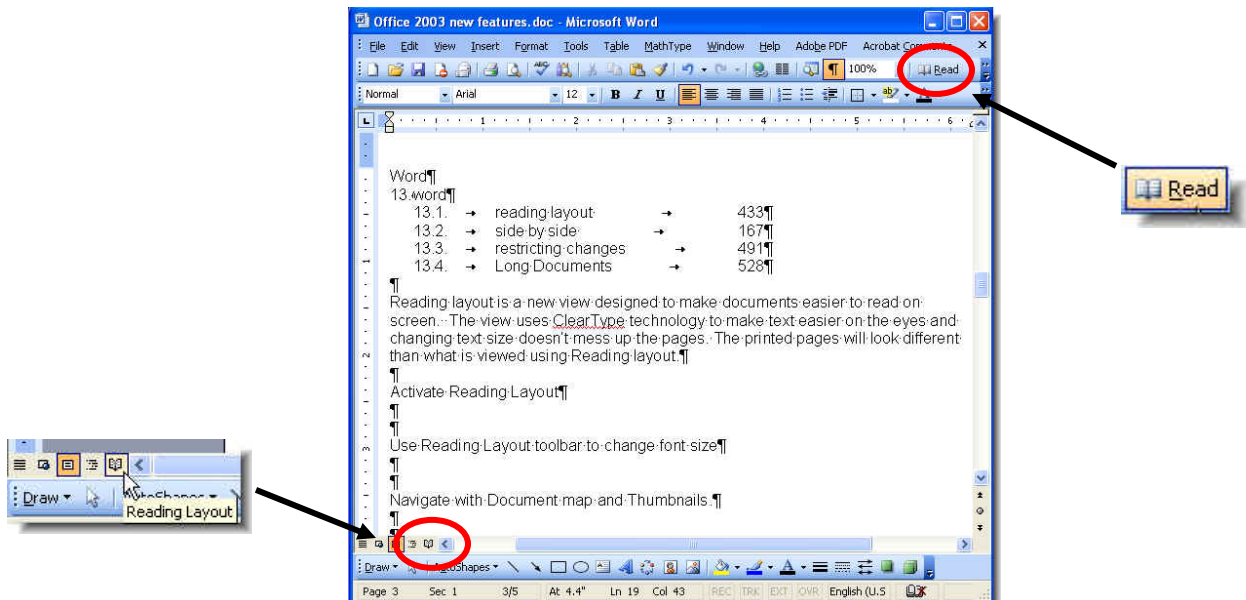
# WORD

## Reading layout

Reading layout is a new view designed to make documents easier to read on screen. The view uses ClearType technology to make text easier on the eyes and changing text size doesn't mess up the pages. The printed pages will look different than what is viewed using Reading layout.

### Activate Reading Layout

1. Click on either of the Reading Layout icons. One is in the standard toolbar and another is in lower corner immediately to the left of scroll bar.

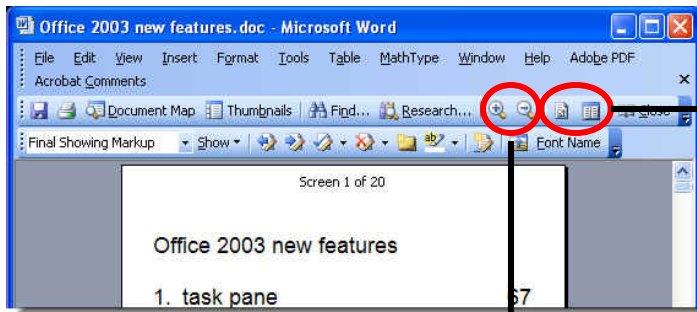


OR

1. From the View menu choose Reading Layout



## Use Reading Layout toolbar to adjust document.



Increase or Decrease font size.



View the document as it will print.



View more than 1 page at a time if your screen is wide enough.



## Navigate in Reading layout with Document map.

1. Activate by clicking the Document Map button on the Reading layout toolbar.

The Document map acts like a table of contents.

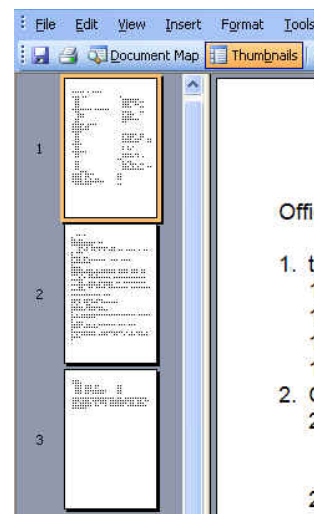
2. Click on a subject to view that page

## Navigate in Reading layout with Thumbnails

1. Activate by clicking the Thumbnails button on the Reading layout toolbar.

Small icons appear in a column to the left.

2. Click on a thumbnail icon to view that page

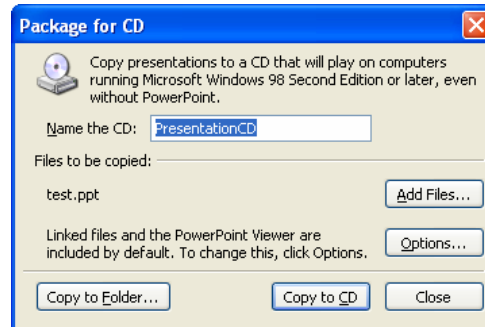


# POWERPOINT

## Traveling with your Presentation

To save your presentation on a CD for use on another computer, follow these steps:

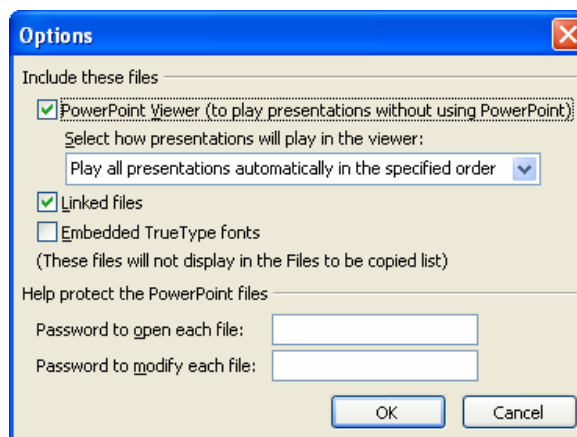
1. With your presentation open, from the **File** menu, select **Package for CD**. The **Package for CD** dialog box will open.



2. Give the CD your desired name in the **Name the CD:** prompt.
3. Add any additional files to the CD. Be sure to include any music, video, or special fonts that you have added to your presentation.

**Note:** The presentation is included on the CD by default, and cannot be removed.

4. Click the **Options** button to change any of the settings.

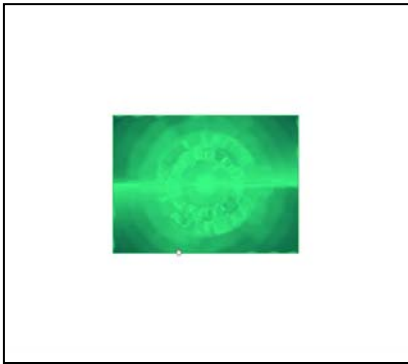


By default, the PowerPoint Viewer (used to play your presentation even if PowerPoint is not installed on the computer) is included, all presentations will play automatically, and there is no password protection. If you would not like to make any changes, click **OK**.

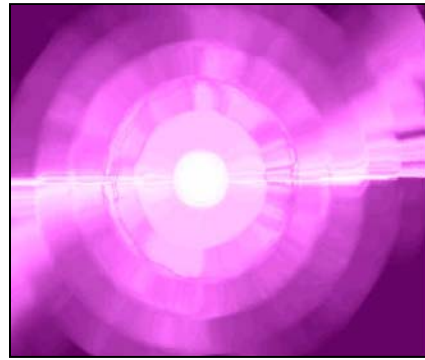
5. Insert a blank CD in your computer.
6. Click **Copy to CD**. If your computer does not have a CD burner, click **Copy to Folder**. You will be able to transfer the file to a new location (like a server), and burn it to a disk later.

## Full-Screen Video

You have the option of showing your video clip in the standard window, or in full screen.



**Standard movie in slide**

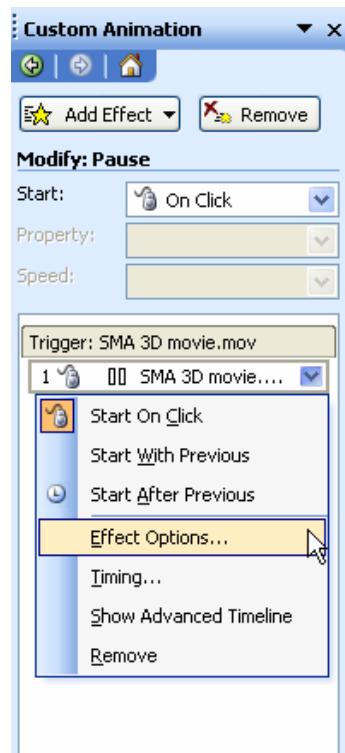


**Full Screen movie in slide**

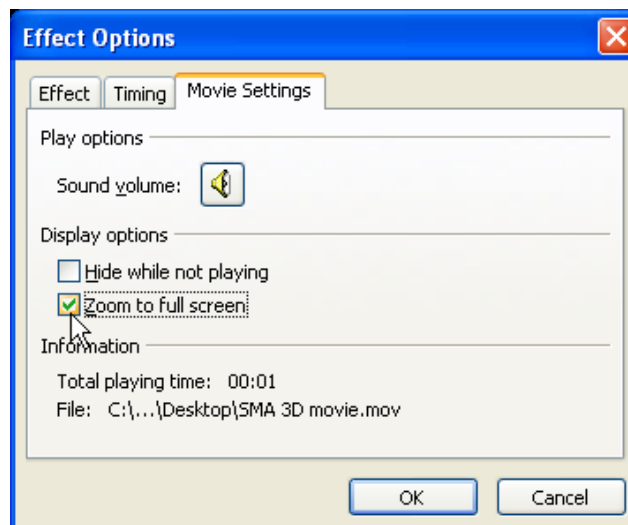
To view your movie in the standard window, the process has not changed. To view the movie in full screen, follow these steps:

1. Insert your video clip as you normally would.
2. From the **Custom Animation** pane(see task panes section above for where to find custom animation), Click the small arrow to the right of the movie icon.

3. Choose **Effect Options**.



4. In the **Play Movie** dialog box, select the **Movie Settings** tab, and put a check mark in the box next to the **Zoom to full screen** option.

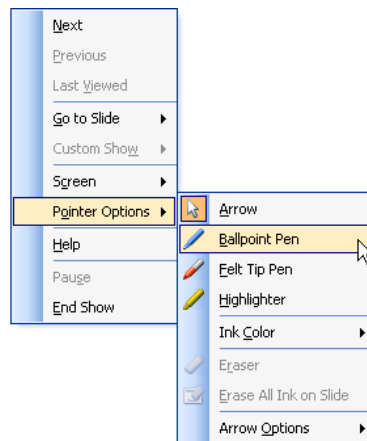


## Writing and Drawing on Slides

You may write or draw on your slides during your presentation using the new **Pointer Options** in PowerPoint 2003. You have the option of using a **Ballpoint Pen**, a **Felt Tip Pen**, or a **Highlighter**.

### Turn on a Writing Implement

To write or draw on a slide during your presentation, right-click anywhere on the screen, and select **Pointer Options**, then select which writing implement you want.



The default color for both the **Ballpoint Pen** and the **Felt Tip Pen** is red, while the default **Highlighter** color is yellow.

### Change the Ink Color

To change the color of your writing implements, right-click anywhere on the screen, and select **Pointer Options**, then select **Ink Color**. You may then choose from the available colors.

### Return to the Arrow

To go back to using the arrow as your mouse pointer, simply press the **Escape** key once.

**Note:** Pressing the **Escape** key twice will cause you to exit your presentation.

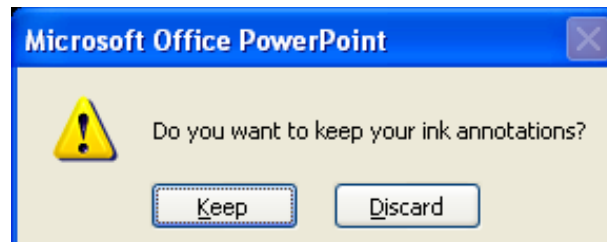
You may also switch between the arrow and the pen by using the **Ctrl+A** (arrow) or **Ctrl+P** (pen) keyboard commands.

### Erase the Slide

To erase what you have written or drawn on your slide, press the **E** key on the keyboard.

Note: When using the mouse pointer to draw or write, you must use the **Enter** key or the **spacebar** to advance to the next slide.

Once you exit the slide show, PowerPoint will ask you if you would like save your annotations.



If you decide to keep them, you will be able to review them at a later time. If not, they will be discarded and unable to be retrieved.

5. Click **Keep** or **Discard**.

## Presenter view

**Note:** This is for two monitor use and **not** a projector.

Presenter View shows the PowerPoint presentation itself on one screen while the presenter can see a scrollable slide view, action buttons and most important, speaker notes.

In the bad old days you had to print out the speaker notes and flip through them as you spoke, with Presenter View you see them as you go. If you have a more unstructured presentation with no strict order, Presenter View lets you scroll through the slide list and quickly find the one you want.

### Setup Presenter View

Before you go into Presenter View you need to setup your computer with dual-screens. If you're using a laptop computer that means using the in-built screen for Presenter View while the external video is connected to a larger screen.

To do that connect your second display up to the computer, you may have to press a display button on the laptop to make the machine send images to both monitors. Then go to Control Panel | Panel | Settings. Click on the large digit 2 in the blue box then click on 'Extend my Windows desktop onto this monitor' then Apply.

Now you have two monitors, or more strictly speaking one long screen that is split across two monitors. You can see this work by dragging a window across the screen and it will appear on the second monitor.

With the computer ready, you can get PowerPoint to do its thing. In PowerPoint go to Slide Show | Set up Show and check the box 'Show Presenter View', the pull-down list above let you choose which screen displays the main slide show (usually the secondary monitor).

If your computer doesn't have multiple monitors setup, you'll get a warning and taken to the display settings to make that change.

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### **Using Presenter View**

Now that you're setup, start the presentation to see Presenter View. The first slide of your presentation will appear on one monitor while the special Presenter view is on the other.

The Presenter View has these elements:

#### **Slide View:**

On the left side is a thumbnail view of each slide that you can scroll through. Click on a thumbnail and that slide will appear in the main view.

#### **Main Display View**

Dominating the Presenter View is what Microsoft calls 'Displayed Slide' but it's really more than that. In normal circumstances it will show the current slide but it is really a rendering of what is happening on the second monitor.

To demonstrate this, start a presentation then drag an application window (any window will do) across to the second monitor. After a short pause look at the 'displayed slide' part of Presenter View and you'll see the dragged window appearing in that view. This makes the Presenter View more powerful because you can see if some other window has got in the way.

#### **What's Next**

Immediately below the display view is the heading text for the next slide or bullet item,

#### **Slide Number and Elapsed Time**

The next line shows the current slide number and time since you started the presentation.

#### **Action buttons**

There's large buttons to start and end a presentation plus move the slides forward and back one at a time. A button will turn the second monitor to black temporarily (just like the B key will do). The large buttons make it easy to click on them.

**Speakers Notes:**

The best thing about Presenter View is the display of Speaker Notes. You can see your 'below the line' remarks, jokes etc privately while the main slide is shown to your audience.

**Rehearsal**

Presenter View is very handy but takes a bit of getting used to if you are switching between the presentation and other programs (eg in a product demonstration).

It's best to rehearse and get familiar with the way the two screens work together before going 'live'.